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DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operation
Washington, DC 20350-2000

OPNAVINST 5720.2L
OP-09B20
29 June 1989

OPNAV INSTRUCTION 5720.2L

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: EMBARKATION IN U.S. NAVAL SHIPS

Ref: (a) U.S. Navy Regulations, 1973, article 0710
(b) OPNAVINST 6000.1A
(c) OPNAVINST 5720.3D
(d) SECNAVINST 5720.44A
(e) OPNAVINST 5760.2C (NOTAL)
(f) CNETINST 1533.9F (NOTAL)
(g) OPNAVINST 5760.4A (NOTAL)
(h) OPNAVINST 5760.5A (NOTAL)
(i) SECNAVINST 5720.19F (NOTAL)
(j) OPNAVINST 5510.48J (NOTAL)
(k) OPNAVINST 5510.1H
(l) OPNAVINST 55510.155C (NOTAL)
(m) OPNAVINST 5700.7F (NOTAL)
(n) CNETINST 1560.3B (NOTAL)
(o) JAGINST 5800.7B
(p) SECNAVINST 1300.12A
(q) OPNAVINST 4650.11E
(r) OPNAVINST 3710.7M (NOTAL)

1. Purpose. To implement the authority vested in the Chief of Naval Operations (CNO) by reference (a), and to prescribe procedures to be followed.

2. Cancellation. OPNAVINST 5720.2K.

3. Background

a. Reference (a) is the basic authority for embarkation and passage of all persons in U.S. naval ships. Nothing contained in this instruction diminishes the authority of the senior naval operational commander present to embark individuals in the public interest, or for humanitarian reasons. For the purpose of this instruction, the term "naval ships" includes

service craft and Military Sealift Command controlled and contract operated ships bearing United States Naval Ship (USNS) designations. In view of the above, senior operational commanders are delegated certain authority commensurate with their responsibilities in regard to the embarkation of civilians.

4. Policy

a. Commanding officers will recommend disapproval of, and operational commanders will disapprove, routine requests for embarkation of civilians from any source which, if approved, would result in interference with shipboard operations, or which would require unacceptable adjustments to operating schedules.

b. Civilians of the categories specified in paragraph 7 below will be embarked without regard to their sex. Every reasonable effort will be made to provide separate accommodations, limited only by the need to maintain combat readiness and crew habitability.

c. Embarkation of Pregnant Females. Navy policy concerning pregnant women is outlined (R in reference (b). The policy applies to service-women, civilians in an official capacity and guests.

5. Scope. This instruction applies to all individuals who may occasionally embark or take passage in U.S. naval ships, with the following exceptions:

a. Civilians who are accredited as U.S. Navy Technicians. (See reference (c).)

b. News correspondents who are authorized to embark under the procedures prescribed by reference (d).

c. Members of the Congress, congressional staff members, and congressional committee staff members who have been invited to embark for the purpose of orientation, or to witness certain operations or demonstrations.

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d. Those civilian youth groups under Navy sponsorship, described in reference (e), who are authorized to embark under the following directives:

(1) Naval Junior Reserve Officer Training Corps (NJROTC) cadets on training cruises and visits in support of objectives of the ROTC Vitalization Act of 1964, Public Law 88-647. (See reference (f).)

(2) Naval Sea Cadet Corps (NSCC) personnel on training cruises and visits in connection with NSCC activities approved by CNO. (See reference (g).)

(3) National Scouting Program participants. (See reference (h).)

(4) Navy Science Awards Program participants; the Chief of Naval Research is assigned overall responsibility for administering that program. (See reference (i).)

e. Special agents of the Naval Investigative Service, where embarkation is authorized under standing directives issued by the Commander in Chief, Pacific Fleet (CINCPACFLT); Commander in Chief, Atlantic Fleet (CINCLANTFLT); Commander in Chief, U.S. Naval Forces, Europe (CINCUSNAVEUR); or Commander, Military Sealift Command (COMSC).

6. Embarkation of Foreign Nationals. Embarkations of foreign nationals, including foreign military personnel, on a classified or unclassified basis are subject to the provisions of references (j), (k) and (l). If personnel are in an exchange, liaison, or loan status reference (m) applies.

7. Embarkation of Civilians for Official Purposes

a. Non-government Employees Engaged in Construction, Maintenance, Operations, or Research. Civilians who are not government employees may be authorized to embark in naval ships in connection with construction, maintenance, or operation of a ship or its

embarked aircraft, or for scientific research, without reference to CNO. That authority is limited to those instances where the ship remains within the general area of the base or port of the United States or overseas at which the civilian is embarked. Embarkation of the foregoing nature may be authorized by flag officers afloat, Commander, Military Sealift Command; Commander, Naval Air Systems Command; Commander, Naval Sea Systems Command; Commander, Naval Supply Systems Command; and the Commander, Naval Facilities Engineering Command, subject to the concurrence of the commanding officer of the ship. In the event the proposed embarkation extends beyond the geographical limits established by this paragraph, designation as a U.S. Navy Technician must be obtained following reference (c). In those isolated cases where designation as a U.S. Navy Technician is not warranted, the sponsoring command will forward the request for embarkation to CNO (OP-09B) for approval.

b. Civilian Educational and Navy Campus for Achievement Personnel. Type commanders may approve embarkation of civilian educational personnel under programs described in reference (n).

c. Government Civilian Employees Other Than Department of the Navy. In some instances, government civilian employees of agencies outside the Department of the Navy may have occasion to embark in naval ships for official purposes. Embarkation requests of such agencies will be submitted to CNO for processing. Requests supported by CNO will be forwarded to the appropriate fleet commander or COMSC and, if supported, a unit will be designated to accommodate the embarkation. Embarkation requests originated by Navy subordinate commanders will be forwarded via the unit's operational chain of command to the fleet commander or COMSC, as appropriate. Embarkation approval, subject to concurrence of the designated unit's commanding officer and operational chain of command, shall be granted

or disapproved by the fleet commander or COMSC, as appropriate. That authority may be further delegated to commanders exercising operational control of the ship.

d. Government Civilian Employees of the Department of the Navy. CINCPACFLT, CINCLANTFLT, CINCUSNAVEUR, and COMSC, may approve embarkation of government civilian employees of the Department of the Navy. That authority may be further delegated to shipyard commanders and to commanders exercising operational control of ships.

e. Research, Surveys, and Military Sealift Command (MSC) Matters. The Oceanographer of the Navy is granted authority to approve embarkation for technical purposes directly related to research functions aboard MSC ships which are sponsored by the Naval Oceanographic Office. The Oceanographer of the Navy is authorized, at his discretion, to further delegate that authority to the Commander, Naval Oceanography Command. Embarkation for all other purposes aboard MSC ships under the operational control of COMSC should be approved by COMSC. COMSC is authorized, at his discretion, to further delegate that authority to MSC Area Commanders. Foreign nationals may be embarked on unclassified missions in connection with surveys, research, or official duties pertaining to MSC matters.

f. At Sea Programs. Type commanders are delegated authority to approve embarkation of State Police or Highway Patrol personnel who embark aboard Navy ships in connection with the At Sea Traffic Safety, the At Sea Crime Awareness and Prevention, or similar programs for units returning to homeport from a deployment.

g. Procedures

(1) When the services of civilians are required on board ships, the commanding officer will submit an embarkation request through the operational chain of command and will advise the approval authority, following procedures

in subparagraphs 7a through f, of the services required and the berthing and sanitary facilities available. In identifying those facilities, the commanding officer will anticipate the possibility that civilians of either sex may be assigned.

(2) The approval authority authorizing the embarkation is responsible for determining the need for each such embarkation. When approval is granted for embarkation, the approval authority will inform the employing agency or activity of the services required and the facilities available. In those instances where no separate facilities are available or there are other limiting factors that would adversely affect the embarkation of civilians of either sex, those facts will be stated. However, the message should state that civilians of either sex will be accepted if assigned.

8. Embarkation of Civilian Guests

a. General. Embarkation of civilian guests in naval ships is appropriate in the furtherance of continuing public awareness of the Navy and its mission. Also, the occasional embarkation of families and personal guests of naval personnel contributes to the morale of Navy personnel and instills in individuals a sense of pride in the Navy and in their ships. Therefore, CNO reaffirms the policy of permitting embarkation of appropriate civilian guests. Throughout this paragraph, where certain categories of guests are authorized to embark in naval ships, it is the specific intent of CNO that each embarkation must have the concurrence of the commanding officer of the ship. Embarkation should be conducted within the framework of regularly scheduled operations. All guest visits authorized are on an unclassified basis. If the embarkation involves a classified visit, the sponsoring activity will ascertain the degree of security clearance required and shall comply with the procedures outlined in reference (k) to obtain the necessary disclosure authority. In all instances, due precaution shall be taken for the safety of all guests. In instances when civilian guests are neither U.S. citizens nor U.S. nationals, the provisions of reference (j) apply.

b. **Embarkation for Orientation or Public Affairs Purposes.** The Chairman, Joint Chiefs of Staff, and the Commanders of the Unified and Specified Commands, and their Component commanders, if so delegated, have the authority to use U.S. naval ships for embarkation of individuals other than news media representatives for non-local public affairs purposes. Embarkation of news media representatives (male and female) will be authorized under the procedure prescribed in section 0703, paragraph 3, of reference (d). Requests for embarkation of individuals or groups of individuals for public affairs purposes from all other sources will be submitted via the operational chain of command to the Chief of Information (CHINFO), who will coordinate with CNO and the Assistant Secretary of Defense (Public Affairs), if appropriate. Examples of embarkation for public affairs purposes are community service clubs, civilian orientation groups, civic groups, the Navy League, or trade and professional associations. If a cruise for a group in that category is approved, it will be limited in duration to a single overnight and, in distance, to Continental United States (CONUS) ports that can be reached in two days and one night steaming at normal operational speeds. Cruises to or from ports outside CONUS will be limited to the Secretary of the Navy Guest Cruise and the Guest of the Navy Cruise Programs outlined in reference (d). Information required for CHINFO reports will be forwarded with all requests for overnight or port-to-port embarkation.

c. **Relatives and Civilian Guests of Naval Personnel.** Relatives and civilian guests of naval personnel may be authorized (when accompanied by their sponsor) to embark on naval ships sailing on cruises for short duration. The following requirements apply:

(1) Minimum age for embarkation is eight. CINCPACFLT, CINCLANTFLT, and CINCUSNAVEUR are delegated authority to

waive age limitations on a case-by-case basis. That authority may not be further delegated.

(2) Embarkation during daylight hours may be authorized by the commanding officer of a ship without reference to higher authority when the ship remains within the confines of the harbor or port, such as when shifting berths.

(3) Relatives and civilian guests may be authorized round-trip and port-to-port overnight embarkation within CONUS, between CONUS and overseas ports or between proximate overseas ports. The duration of those cruises should normally not exceed the direct transit time between the authorized ports. Intermediate foreign port visits are generally not appropriate.

(4) Overnight embarkation of females is permissible on vessels that can provide appropriate accommodations. Appropriate accommodations are defined as those which can be identified for their exclusive use. (R)

(5) Crew member dependents of either sex may be embarked during cruises between ports within CONUS or between CONUS and Hawaii when such cruises are scheduled incident to a homeport change or a scheduled overhaul period, including preoverhaul transits but excluding sea trials or related testing phases.

(6) **Family Dependent cruises.** Families of naval personnel may be authorized to embark in naval ships sailing on local cruises of short duration. Within limitations prescribed by the commanding officer, crewmembers may be permitted to invite personal guests of either sex to participate in a family cruise. The following requirements apply:

(a) The cruise shall be during the daylight hours only.

(b) The cruise shall commence only if weather conditions are favorable and are forecast to remain favorable throughout the duration of the cruise.

(c) The ship must depart from and return to the same port except where a port, other than the port of origination, may be reached during the daylight hours of the day of departure. If a return cruise to the port of origination will be made on a subsequent day, all accommodations and other personal expense in the intermediate port will be the responsibility of the individual sponsors, their dependents, or their guests. If a return cruise is not scheduled, travel of dependents or guests back to the port of origination will be funded by the individual sponsors, their dependents, or their guests. Port-to-port cruises will be conducted only when adequate accommodations at the intermediate port have been arranged prior to conducting the cruise.

(d) With the exception of family cruises conducted on board Naval Reserve training ships, family cruises will not be conducted on Sunday. CINCPACFLT, CINCLANTFLT, and CINCUSNAVEUR are delegated authority to waive that restriction on a case-by-case basis. That authority may be further delegated.

d. **Civilian Youth Groups.** It is the intent of CNO to limit underway periods of civilian youth groups to only those groups referred to in subparagraph 5d, particularly when a ship of an operating fleet is involved. Requests for embarkation of other youth groups shall be forwarded to the Commander, Navy Recruiting Command (Code 551). All embarkations of youth groups which are authorized as a result of this paragraph will follow the requirements of subparagraph 8c.

e. **Civilian Marine Personnel.** For the purpose of subparagraph 8c, the term "naval personnel" includes Civil Service mariners employed by MSC and civilian mariners serving aboard MSC controlled and contract operated ships bearing United States Naval Ship (USNS) designations.

f. **Guests Suffering Injuries.** If civilians suffer injuries while embarked, the procedures

outlined in reference (o), chapter 12, will be followed. The steps outlined relate to medical examination and treatment, investigation, and reporting, and are intended to help ascertain the facts and obviate difficulties which could arise if such steps are delayed.

9. Embarkation of U.S Military Personnel

a. Subject to subparagraph 9c, U.S. military personnel may be assigned temporary additional duty in a naval ship with the concurrence of the commanding officer.

b. Subject to the provisions of reference (p), female military members may be assigned temporary additional duty in any ship that will not be engaged in combat missions during the period of such duty. Where female members are so assigned, every reasonable effort will be made to provide them separate accommodations appropriate to their rank.

c. Fleet Commanders in Chief will prescribe standards and procedures for certifying the adequacy of accommodations available for assignment to female military personnel.

10. **Embarkation and Debarkation of Passengers Outside CONUS.** Navy military personnel, civilian employees, and employees of Department of Defense or Navy contractors embarked in Navy ships, who will enter or exit an area under foreign government control in order to debark in Navy ships must obtain area or country clearance, following reference (q). Visas and passports for relatives and civilian guests who will embark or debark in a foreign country are the responsibility of the individuals concerned.

11. Delegation of Authority

a. CNO hereby delegates the authority to authorize embarkation of civilians and guests enumerated in paragraphs 7, 8 and 9, as follows:

(1) CINCLANTFLT, CINCPACFLT, CINCUSNAVEUR and CNET for ships and

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service craft under their respective operational control. Authorization may also be given for utilization of carrier on board delivery (COD) or helicopter transportation in connection with embarkations as specified in reference (r).

(2) COMSC for all ships assigned to the MSC.

(3) The Superintendent, U.S. Naval Academy for service craft assigned to the Naval Academy.

(4) CINCLANTFLT and CINCPACFLT are authorized to further delegate authority to approve embarkation of civilians for official purposes covered by subparagraphs 7c and 7d and embarkation of guests covered by subparagraphs 8c through 8e, and paragraph 9, to type and fleet commanders. Embarkation of guests covered by subparagraphs 8c and 8d may also be delegated to those flag officers next subordinate to the type commander in the chain of command assigned in an area remote from the type commander's headquarters and acting as the type commander's representative in that area.

(5) CINCUSNAVEUR is authorized to further delegate the authority to approve embarkation of guests covered in subparagraphs 8c, 8d, and paragraph 9, to the Commander, Sixth Fleet and the Commander, Middle East Force.

b. Each of the foregoing commanders, to whom permissive authority is granted, will adhere to the guidelines established in this instruction.

c. Requests for embarkation of civilian guests in all instances will be forwarded via the operational chain of command of the ship in which embarkation is desired through the commanding officer of the ship concerned.

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Vice Chief of Naval Operations

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